

# CHAPTER 10

## INSTALLATION CLOSURE PROCEDURES

### A. GENERAL

This chapter provides procedures and specifies timeframes to be used for installation closures. These procedures are intended to systematically curtail supply support, transfer mission-essential materiel, transfer excess materiel and redirect mission-essential requisitions for or from activities affected by installation closures. Included are procedures for reporting all installation-owned property which will not be transferred with the mission to the new location (s) .

### B. APPLICABILITY AND SCOPE

These procedures and *timeframes* are applicable to all DoD installations, both CONUS and OCONUS, DoD tenant and satellite activities, DoD ICPs, DoD IMMs, and to GSA activities processing reports of excess property generated as a result of an installation closure.

### C. EXCLUSIONS

In addition to the exclusions cited in chapter 1, paragraph D., and chapter 9, paragraph C., these procedures are not applicable to the following:

1 Related personal property which can be reported to GSA as a part of a real estate package. Related personal property is classified as any property:

a. Which is an integral part of real property or is related to, designed for, or specially adapted to the functional or productive capacity of the real property and "removal, of this personal property would" significantly diminish the economic value of the real property. Normally, common use items, including, but not limited to, general purpose furniture, utensils, office machines, office supplies, or general purpose vehicles are not considered to be related personal property.

b. Which is determined by the Administrator of GSA to be related to the real property.

2. Installed property (Class II Plant Property) .
3. Real Property.

**D. INSTALLATION CLOSING PROCEDURES**

**1. Stratification of Inventory**

a. Installation Procedures. An inventory of all installation-owned property will be conducted as soon as a confirmed closure date is announced. The inventory will include, but not be limited to, nonconsumable items (recoverable/capitalized assets and assets on table of allowances) and consumable items (assets on stock fund records) . Each designated account will maintain its identity. An inventory applicable to each designated account will be stratified into three classes of property:

(1) Mission-essential and is to be transferred to a new location with, the mission.

(2) Not mission-essential but is required for local operations during the period prior to closure.

(3) Excess to operational needs.

b. Tenant and Satellite Activities. Each tenant and/or satellite activity having custody of installation-owned property will return that property to the installation. Accountable records will reflect the returns. Tenant-owned and satellite-owned property will be inventoried and stratified as described in subparagraph 1., above.

c. Stock Fund. The S/A managed stock fund items will be relocated with the mission, if mission-essential, or redistributed within the S/A stock fund. IMM items will be relocated with the mission, if mission essential, or reported to the IMM for disposition instructions.

**2. In-Process Requisitions**

a. Simultaneously with the conduct of the inventory, a review of installation requisitions will be conducted. Requisitions will be identified as to those which will be:

(1) Committed for shipment to the unit's relocation site.

(2) Continued for operational requirements until closure.

(3) Excess to operational needs and will be canceled. Cancellation will be accomplished by single line cancellation if time permits.

b. Sixty days prior to closure date, all requisitions will be reviewed again for need. If required, the requisitions will be identified for shipment to the relocation site. Requisitions not required will be canceled using single line cancellation procedures. When time is insufficient to effect single line cancellations, mass cancellation procedures under chapter 8 will be utilized. Mass cancellation procedures do not provide for continuation of requisitions for shipment to a new location site.

### 3. Disposition of Inventory

a. The activity being closed will develop a time-phased schedule to transfer mission-essential property to the new location(s) of the mission(s). The schedule will plan the movement of such property at the earliest date possible without impairing mission capability prior to the transfer. Mission-essential property will be transferred to the new location after transfer of the mission only in those circumstances where mission-essential items are required, up to and including the last day prior to the mission transfer.

b. In actions involving an installation closure, all items which are not mission essential will be reviewed and processed under the provisions of DoDD 5410.12 (reference (ii)). The initial review of installation-owned items under the provisions of reference (ii) will begin immediately upon completion of the inventory including those items identified as excess and those items identified as being necessary for operation of the installation prior to closure. Using these item lists as the basis, the preliminary identification of related personal property, as defined by reference (ii), will be made.

c. In actions involving the closure of OCONUS installations, all items which are not mission essential and/or will not be transferred with the activity will be reviewed and processed under agreements between the United States and the host country. The review will begin immediately upon completion of the inventory, including those items identified as necessary for operations of the installation prior to closure.

d. Immediately upon completion of the inventory and, if time permits, not less than 6 months prior to the announced date of closure, all property that has been identified as excess to the needs of the installation and which is not included in the preliminary list of related personal property will be reported to the appropriate ICP/IMM under procedures specified in chapter 9.

e. All property that is not mission-essential but which is required to operate the installation for all or a portion of the time remaining until closure and which is not included in the preliminary list of "related personal property" will be stratified in order of the dates that the items will become excess to operational needs. Sixty days prior to the date that each item will become excess, the items will be reported as excess to the ICP/IMM under procedures specified in chapter 9.

f. Items identified as related personal property (subparagraph 3. b., above) will be reported to the ICP/IMM using DI FTE, Excess Report, and Project Code 3QQ in rp 57-59. The Project Code 3QQ informs the ICP/IMM that the item has been placed on the preliminary inventory of related personal property which is designated to be transferred to the local community at the time of installation closure. If there is a DoD requirement, the item (s) will be deleted from the inventory of related personal property. Related personal property will not be reported to GSA under MRP procedures.

g. Items which have been reported to ICPs/IMMs as excess under the above guidance and procedures contained in chapter 9 and for which the ICPs/IMMs have indicated a requirement will be processed using ICP/IMM materiel return instructions.

h. All items which have been reported to the ICPs/IMMs as excess and the ICPs/IMMs have provided **TC supply** status, plus those items which are not reportable to ICPs/IMMs (e.g. , locally purchased non-NSN items ) will be disposed of under S/A procedures. All items which are identified as related personal property (see subparagraph 3. b., above) and for which there is no DoD requirement will remain with the installation.

#### **E. PROCEDURES - INVENTORY CONTROL POINT/INTEGRATED MATERIEL MANAGER**

ICPs/IMMs will process reports of excess property received as a result of installation closure using procedures contained in chapter 9. ICPs/IMMs will not direct return of related personal property identified by Project Code 3QQ unless the item is **required** to meet an **AFAO** and/or approved **PWRR**.